

Burrillville Extended Care (BEC)

Board of Directors

“Budget Workshop”

Minutes

April 30, 2007

1.) Called to Order and Attendance/Review Agenda:

**Meeting called to order by Amy Shangraw-Ricci-Chair at
6:35 p.m.**

Members Present-Amy Shangraw-Ricci, David Brunetti, Juliette Lopez-Recinos, Newt Stevens, Wally Lees (Town Council Liaison)

Members Absent- Dr. David Van Dyke

Members Excused- none

Others Present: Parks & Recreation Director Cheri Hall

2.) Items of Discussion:

Amy shared with the board information, as a result of a meeting held at the Council Chambers with Mike Wood, John Mainville, Peggy Dudley, Wally Lees, Chuck Mainville, Cheri Hall. A number of items were discussed during this meeting and as a result changes were recommended for the Board to approve and revisit revised recommended budget. The first item was:

Incentives -

1. Full time employees: Newton Stevens commented on the town incentive program and his disagreement with it. The program was

explained by the Director and also noted that the department heads gave up longevity and the incentive is performance based, above and beyond the normal duties. Dave Brunetti stated that the incentive program is in place currently and it is important to treat the full time personnel of BEC equally when funds permit. After a lengthy discussion, a motion was made by Juliette Lopez-Recinos to request that the Town Manager re-evaluate the contracts of the three full-time employees for possible inclusion into the Incentive program approved by the Town Council, with the stipulation that incentives only be given if funds are available and based upon job performance. Motion seconded by David Brunetti-motion carried 4-0.

2. Part time Staff -Amy explained and confirmed by the Director that season-end parties, etc. were deemed inappropriate as a town government body. However, a raffle for incentive to part time employees may be a good suggestion for the purposes of motivation, etc. Discussion followed on how much and how often a raffle should be offered, whether to set an amount of not more than \$50 per item to be raffled, for example. For the purpose of daily operations, etc. Brunetti felt that setting a line item for incentives the better course of action and that management stay within that amount for the year. A Motion was made by Amy Ricci and seconded by Newton Stevens to offer a raffle each month for employee attendance—monthly during the school session and one raffle for the summer session. Total amount for the year not to exceed \$1,000. Motion carried 4-0.

Checking Account –

It was shared with the Board members that the members of the sub-committee meeting that they would be comfortable with a checking account of \$2,000. The Director stated that this was o.k. and could be adjusted, as they will find they will be transferring often.

Dave Brunetti stated that the Board had voted on \$5,000 and this is a realistic amount. He felt that it should remain at \$5,000. Judy Lopez-Recinos stated that let it stay at \$2,000, they would find out soon enough. Councilman Lees commented that the Board should recommend staying with the \$5,000 amount if that is what they want.

Brunetti commented that he felt this was a decision that the Board should be able to make. The Director explained that now that the program is an official Division of Parks & Recreation that the financials naturally have to fall within the town government format, etc. The remainder of the funds would be placed in an account for utilization by the program and would be able to earn interest. Judy Lopez-Recinos stated that she understands it is not necessarily the decisions of the Board but seems to be the final decision of the Council, as in the question of incentives. The Director stated that this is correct, however if there is something that the Board would like to purchase or support of another program in town, the Board can present it to the Council. Especially in the case of a Capital item. A motion was made by Dave Brunetti to once again request the check book for \$5,000 to be utilized for field trips, B.J.'s and other pre-approved expenses when deemed necessary. Motion was seconded by Judy Lopez-Recinos. Motion carried 4-0.

Clothing –

The Director explained that members of the sub-committee did not feel that jackets were an appropriate expense of the program. Also, shirts should be more controlled. Dave Brunetti stated that he did not agree, that it was a matter of safety, as well as professionalism of the program. Also, noted by the Director that the program requires staff to be outside, i.e., when at Spring Lake Beach, the weather is often cold in the mornings. It is important for them to be identifiable whether onsite or off. Newton Stevens agreed and stated the jackets were important. He would drop his son off and point out the staff member to his son by the jacket and its color. Councilman Lees stated to leave the jackets in as part of the program. He also shared with the Board that this is the first year of the program coming under the Council in the capacity that it has and it is an education on how it all works. They just want to understand how the program operates. Amy reminded the Board that the program pays for these items and not the tax payer. It is a cost of doing a quality program and one of the reasons it is so noted by the State as a model program. Amy also commented on the fact that the town purchases jackets for highway and police department. This is no different.

The Director explained her meeting with the staff and it was agreed upon to give two shirts to employees who work three or more days and one shirt to employees who only work one or two days. This

includes short sleeve shirts in the summer and long sleeve in winter. The Director also informed the Board that the program can go to one color and order more in bulk.

Amy stated that she would like to take the safety further and add the year to the clothing. This will be looked into.

Motion made by Amy Ricci to support the two shirts and one shirt rule and to recommend to the Council they be allowed to continue with providing jackets for the program. Motion seconded by Judy Lopez-Recinos and motion carried 4-0.

Advertising –

The Director explained that the old budget line items showed donations, when in actuality they should have be included in advertising, as they promote the program. Important that this be included as advertising as we are promoting the program. Must be able to document all advertising, i.e., a banner, shirts and that they be for town related events, etc. Discussion was shared with the Board on the sponsorship of the Relay, as it was felt it was outside. However, it was Burrillville and Parks & Recreation was not only hosting but effectively running the Relay for that year.

John Mainville questioned the purchase of ice cream for the children from the RI Sight Foundation at a cost of \$60.00. The Director stated

that RI Sight Foundation does benefit people from town. Brunetti asked if this was really brought up in question. Amy stated Contributions made to special events within town, or other non-profit organizations are giving back to the community where the program can. These are in a way advertising. Brunetti asked about what other items were included in the advertising. The Director stated a good portion of the advertising expense is the Bargain Buyer for programs and ads for employees.

Staff Training –

The discussion was on providing pizza during mandatory staff training after normal work hours. The Board was in agreement that providing refreshment during mandatory training was something that the program should do and is in the position financially to follow through on. These are part time employees with no benefits. Stevens questioned that this is after hours training? It was explained to the Board by the Director that the State mandates 26 hours of on-going training for licensing. We conduct one training a month. The Director stated that this was far less costly then sending the staff to conferences or workshops. It is important to foster and encourages a feeling of belonging and togetherness of the staff. Following the discussion, Chair Amy Ricci made a motion to continue providing some form of refreshment during mandatory training held after normal work hours. Newton Stevens seconded the motion and the motion carried 4-0.

Phones –

The Director explained to the Board the conversion of the phone system alluded to in the audit and this conversion took place at the end of the summer season at the Champlin Hall. Now all phones are on the Cox system. Brunetti inquired as to how many phones and where. He requested a line at the Middle School site now that the program is showing signs of success. Currently, the site coordinator for the Middle School Program has one of the program cell phones.

W9's –

The Director also stated that she and the management staff are aware that any instructor receiving more than \$600 for services will require a W-9 issued from the Town. This practice should have been occurring from the beginning; however it has only been the last couple of years that we have been bringing in outside assistance with programming. The Director shared that this was inadvertent on her part, that when she hired the same auditor as the town, she assumed that the program was being audited as if it were part of the town and she would be informed of any issues or concerns.

The Director also shared with the Board that the purchase of Christmas cards was not an acceptable use of funds, according to the sub-committee and the Finance Director. The Director shared with the board that these were a way of saying thank you to those who

showed support over the years, however we can computer generate them in the future.

Dave Brunetti stated and others agreed that it was his understanding that the financials would be in safe keeping with the town, according to the ordinance. That the Board would follow the same procedures as the rest of the town departments, but the board would still have a major say in the operations of the program and many of the items discussed are in his opinion considered a part of operations.

Investment Account –

Discussion was held on the funds that have accumulated in the check book. The Director also shared with the Board the thoughts of the Budget Board in reference to the surplus account and their impression that it may be possible that the Burrillville Extended Care Board could possibly consider lowering the fees it charges for the program. The Director stated that the majority of those funds were from previous years when she was directly overseeing the program and did not have the management staff the program has today. Also noted that prior to two years ago, we were not paying benefits. The Director stated that since paying benefits, the actual net income for the past two years was \$5,000 one year and \$9,000 another. That the surplus account is where we have seed money for future operations and capital items that the Board may wish to address. In addition if it becomes necessary for the school to utilize the space at Steere Farm

then these funds could become matching funds for grants to purchase a building, etc. These funds also give a cushion in the event that some unforeseen expense occurs that may impact the program without these funds being available. The expenditures of any of these funds would require Council approval. This is where the CIP items that are referred to in the BEC budget would be funded.

The Director stated that the Budget Board passed the previously presented budget. We need to vote on the new revised budget being presented tonight. Changes are in the advertising line item – removing the donation line item and moving that item to the advertising line. An amount was included in the revised budget for janitorial services. The management staff has been doing the floors after hours. The difficulty is that someone who is an employee of staff has to be there on site at all times that the janitorial service is. Recommendation by Newton to hire someone on the payroll and that is his or her job. Brunetti and Stevens commented on the budget and discussion on what might be questioned. Having the budget as detailed as it is helps. The Director gave copies of the revised budget and line item and description that were given to the Manager. Brunetti made the motion to pass the revised proposed budget of \$410,000 and Judy Lopez-Recinos seconded the motion. Motion carried 4-0.

Dave Brunetti and Amy Ricci expressed their willingness to attend the meeting of the Town Council for a review of the audit to answer any

questions the Council may have. The Director stated that she would forward them the date and time if their attendance is requested or considered important.

A motion was made by Juliette Lopez-Recinos to adjourn at 8:15 p.m. Seconded by David Brunetti. Motion passed.

Next Meeting- Monday, June 4, 2007 at 6:30 p.m., Burrillville Parks & Recreation Offices, 92 North Main Street, Pascoag, RI.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department